

You're invited to a Curriculum Re-Coding Workshop!!

Dear Project EASIER Contacts:

Beginning Winter 2008-2009, NCES course codes will be replaced with SCED (School Codes for the Exchange of Data) course codes. We are holding regional workshops this spring to assist you with this transition. As postsecondary institutions begin to use course codes to evaluate high school transcripts of applicants, we want to help ensure that your new SCED course codes accurately reflect the content of the courses offered and taught in your district.

Curriculum directors, guidance counselors, high school principals, and/or anyone involved with course coding are invited and encouraged to attend!

Each participating district will receive a *Secondary School Course Classification System: School Codes for the Exchange of Data (SCED)* handbook, a coding crosswalk that can be used to re-code your courses, other "cheat sheets" we've developed for this transition, and your district's certified curriculum from Winter 2007-08. Most documents will be available in paper and electronic formats so you can "dive right in" to this great adventure!

Registration

In order to best accommodate everyone, we are requiring registration for these workshops. Please complete and return the attached registration form for your building/district by **April 18**.

1. First, open the form.
2. Then, fill it in with information as required.
3. Your form has a *print/email* submit button. After you have finished filling in your form with your district information, click this button to email the information.

Please note: If you are using Adobe Reader, you cannot save your form with data. However, you may print a copy for your records with the *print/email button*. You'll use this button twice to email and print a copy. To complete this form, fill it in and click the *print/email submit* button located on the form.

Dates and Times

April 29, 2008	9:00 am – 12:00 pm	AEA 267	Cedar Falls
May 2, 2008	9:00 am – 12:00 pm	Prairie Lakes AEA	Storm Lake
May 5, 2008 Moines	9:00 am – 12:00 pm	DMACC West Campus	West Des
May 8, 2008	9:00 am – 12:00 pm	Grant Wood AEA	Coralville
May 12, 2008	9:00 am – 12:00 pm	Montgomery Hospital	Red Oak

What to Bring

Laptop computer (with software able to read EXCEL 2003 files)
Flash drive
Your old NCES Course Code Handbook and binder

For more information contact:

Rachel Kruse (rachel.kruse@iowa.gov) at 515-281-4153 or

Margie Hanson (margie.hanson@iowa.gov) at 515-281-3214

Thank you in advance for your participation! We look forward to seeing you!

Kim M Wilson, Secretary

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